



## Community Resource Paramedic Fire and Rescue Department

NON-EXEMPT

JOB CODE: FR-15

DATE: 12/01/2020

**SUMMARY:** Performs responsible work as a community resource paramedic to manage patient cases by addressing non-emergent medical and social determinants that warrant intervention. Work is conducted by engaging at-risk community members after examination of call data or upon receipt of stakeholder referrals. The community resource paramedic must have a pleasant demeanor and ability to build a rapport with community members to encourage compliance in areas of need. Work is performed under regular supervision by the Fire Marshal (Deputy Chief of Community Risk Reduction).

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and maintain a satisfactory performance. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Other duties may also be assigned.

- Gather data from the Imagetrend reporting system to identify community members that warrant contact;
- Gather information from phone calls, emails, operations personnel and external stakeholders to identify community members that warrant contact;
- Manage cases received as a result of referral to include researching and documenting relevant information identifying service gaps, resource needs and/or methods to provide a quality continuum of care to assist community members in adopting healthy behaviors;
- Communicate with community members, community member representatives, healthcare providers and other key stakeholders that will advocate a cooperative and comprehensive approach to community member wellness;
- Plan, organize and facilitate processes to enhance community member interactions and outcomes;
- Advocate for all community members that become a part of the community resource paramedic program;
- Maintain knowledge of literature, regulations and laws that pertain to community paramedic programs while adhering to industry best practices;
- Maintain thorough and appropriate records of program members that consist of PPCR's, consent forms, reports and any other required documentation;
- Run routine reports as requested by the program manager or fire chief to determine successful program metrics and identify potential changes necessary to enhance the program and community member needs;
- Drive and operate the community resource paramedic vehicle adhering to all applicable department policies and state laws;
- Participates in continuing training programs by individual study of technical material and attendance at scheduled classes to maintain appropriate certifications;
- Assist with filling in as an operational paramedic as necessary;
- Performs special projects as assigned;
- Contributes to a positive work environment.

### **QUALIFICATION REQUIREMENTS:**

**Education and/or Experience:** Any combination of education and experience equivalent to a High School Diploma or General Education Degree (GED) is required. At least five (5) years as a Paramedic with relevant fire and rescue experience is required. A background in Mobile Integrated Healthcare or Community Paramedicine is highly desired.

**Certificates, Licenses, Registrations:** Possession of a valid and appropriate driver's license. Possess and maintains valid and appropriate certificates as EMT- Paramedic, ACLS, ITLS, & PALS as recognized by the VA Office of Emergency Medical Services and be cleared to practice in the department by the Operational Medical Director (OMD). Requirements specified in the NIMS compliance manual. Participate in and maintain good physical condition as prescribed in the Department's Physical Conditioning and Wellness Program.



**Language Skills:** Ability to read and comprehend. Ability to write using proper grammar, punctuation, and spelling. Ability to speak and communicate effectively using correct English. Spanish speaking applicants are highly desired.

**Other Knowledge, Skills and Abilities:** General knowledge of elementary physics, physiology, chemistry, and mechanics. General knowledge of department rules and regulations. General knowledge of local geography. Thorough knowledge of use and maintenance of emergency medical services equipment and apparatus. Ability to perform emergency medical services as required. Ability to stay alert for potential problems. Ability to understand and follow oral and written instructions. Ability to establish and maintain cooperative relationships with fellow employees, volunteers, community members, community member representatives, healthcare providers and other key stakeholders. Ability to keep records and prepare reports. Ability to utilize data processing equipment for the preparation of reports. Mechanical aptitude. Physical endurance and agility. Safe driving skills.

**PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employee is to be a non-tobacco user.

**Required Physical Activities:** Requires physical effort working with average and occasional heavy weight or frequent requirements for long periods of, but not limited to climbing, balancing, flexing, stooping, kneeling, crouching, walking, running, jumping, crawling, lifting, pushing, and hoisting.

**Vision Requirements:** Minimum requirements set by the Division of Motor Vehicles.

**Environmental Conditions:** Work is performed inside and outside, in all weather conditions.

**EQUIPMENT ESSENTIAL TO DO THE JOB:** Community Paramedic Vehicle and associated medical equipment, EMS Transport Units, Defibrillators, Data Processing and other various office equipment.

NOTE: This classification specification is not intended to be all-inclusive. An employee will also perform other reasonably-related job responsibilities as assigned and required by management. City of Winchester reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. This classification specification does not constitute a written contract of employment.

**I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

**Approved:**

  
\_\_\_\_\_  
**Paula A. Nofsinger**  
**Director of Human Resources**